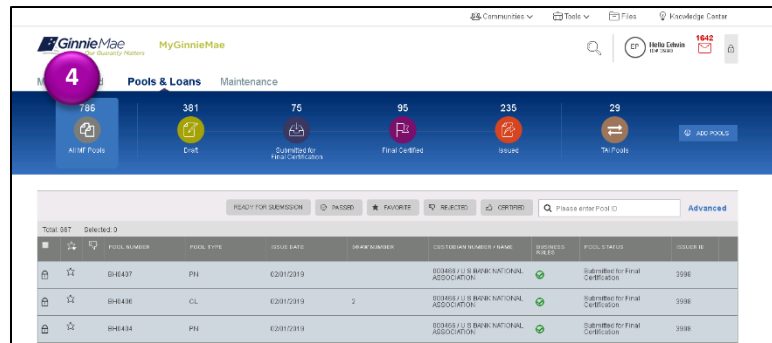## SUBMITTING A SUBSEQUENT CONCTRUCTION LOAN (CL) POOL FROM THE POOL DETAILS PAGE

1. Navigate to MyGinnieMae via https://my.ginniemae.gov.
2. Select **Login**.
3. Login with you MGM credentials.

4. Select the **Pools & Loans** tab to access the Pools & Loans Page.

The Pools & Loans Page will display.

5. Select the **Add Draw** button.
6. Select the **Edit** to enter Pool information.
7. Select an **Issue Date** from the dropdown.
8. Select **02-CL-Construction Loan** from the Submission Type dropdown.
9. Select a **Delivery Date** from the date calendar.

From the Subscriber section:

10. Select the **Add** button.
11. Select an **ABA Number/Deliver To value** from the dropdown.
12. Enter a **Description** (optional).
13. Enter a **Position (in$)**.
14. Select the **Save** button.

SUBMITTING AN INITIAL CONCTRUCTION LOAN (CL) POOL FROM THE DRAW HISTORY DETAILS PAGE

1. Select the **Draw History Details** tab.

NOTE: Approved Advance Amount and Requested Amount fields are immediately available for entry on the Draw History Details screen.

2. Enter an **Approved Advance Amount**.
3. Enter the **Requested Amount**.
4. Select the **Save** button.

VALIDATING AND SUBMITTING POOLS

1. Select the **Validate** button from either the Pool Details, Loan Details or History Details pages.
2. Resolve all Fatal errors and/or warnings if applicable.
3. Select the **Submit** button from the Pool Details or Draw History Details pages (available once pool has passed validations).
4. Select the **Continue** button to complete the Certification.
5. Enter the **SecurID PIN and Passcode**.
6. Select the **Submit** button.

NOTE: In the event of a Mortgage modification for a Loan that is a Balloon Payment, a warning will appear on the Draw History Details page. In the case of Type 3 Conversions with no Draw, the warning will appear on the Pool Details screen.